

# WEDDING POLICY

## Morton Memorial United Methodist Church

### Monteagle, Tennessee

The wedding ceremony is, at its core, a **CHRISTIAN WORSHIP SERVICE**, not a legal or civil service. Therefore, everything about the service should bear witness that this is a Christian marriage. Flowers, music, vows, conduct, etc. should be approached in good taste. *Holy Eucharist may or may not be celebrated. If it is, the marriage rite is included in a service of Word and Table. In keeping with our understanding of Holy Eucharist, the whole congregation—not just the husband and wife—will be invited to receive communion.*

### SETTING THE WEDDING DATE

Contact the church secretary as soon as possible to set a tentative date for your wedding. After the minister is consulted, the deposit is paid, and your paperwork submitted, your date will be placed on the calendar and dates for premarital counseling will be set.

### THE MINISTER

The minister of Morton Memorial United Methodist Church should be the primary official at the wedding ceremony. In the event another minister is desired to assist in or officiate at the wedding, this fact should be made known at the time the wedding is scheduled and contact information for the minister should be provided. Our minister **MUST** be the one who extends the invitation to another minister.

### DECORATING THE CHURCH

1. Consult with the wedding coordinator and custodian regarding your plans.
2. UNDER NO CIRCUMSTANCES may the Pulpit, Baptismal Font, Altar Table, Bible, Candles, or Cross be removed from the chancel area. Flowers or other decorations must not be placed to obscure these symbols.
3. The pulpit chairs may be removed if necessary. Consult with the custodian.
4. NO NAILS, PINS, HOT GLUE, STAPLES, OR TAPE (OTHER THAN FLORAL TAPE) MAY BE USED TO SECURE FLORAL ARRANGEMENTS OR OTHER DECORATIONS IN THE SANCTUARY.
5. No candles may be placed on the chancel rail or altar table. For flowers or greenery, contact the wedding coordinator.
6. Only dripless candles or tube (Chase) candles may be used in the sanctuary.
7. The florist is responsible for removing all decorations—inside and out—as soon after the wedding as possible.

8. If you intend to leave wedding flowers for Sunday worship, please let the Church secretary know as soon as possible.
9. **NO RICE OR RICE BAGS** may be thrown either inside or outside the Church building. Bird seed can be substituted, but cannot be thrown inside the Church or on the front steps.
10. Any and all damages resulting to the building or furniture are the responsibility of the wedding party.

## **REHEARSAL**

1. The rehearsal should be scheduled for the evening prior to the wedding service. The time of the rehearsal will need to be set at the initial meeting with the minister.
2. The rehearsal should begin on time. Allow one hour for the well-planned rehearsal.
3. The bride, groom, and minister will establish the order of the wedding. The minister and/or the wedding coordinator will be in charge of directing the rehearsal and the wedding. If a wedding coordinator of the wedding party's choice is used, the bride and consultant will speak with the minister prior to the rehearsal regarding their desires about the placement of the attendants, etc.

## **MUSIC**

1. Our organ and piano are versatile, expensive instruments. Therefore, we require that our church musician play for your wedding. If you have another organist or pianist whom you want to be able to play these instruments at your wedding, you will need to speak to our church musician and receive permission.
2. Musicians other than an organist or pianist should be discussed with the minister or church musician.
3. Because the wedding ceremony is a Christian worship service, only music that is appropriate to the place and the occasion is permitted. If there is any question concerning the appropriateness of the selected music, lyrics and sheet music must be provided to the church musician and minister as soon as possible but no later than thirty days prior to the wedding.

## **SOUND SYSTEM**

1. Technicians have been especially trained to operate the sound system. If you will need to use microphones and/or recorded music, you must work with one of our sound technicians. For recorded music, you will need to provide two clearly labeled CD or DVD copies.
2. If no sound technician is used, there can be no amplification of voices or use of recorded music.

## WEDDING PHOTOGRAPHS

1. There will be NO FLASH PICTURES taken in the sanctuary during the ceremony. PLEASE ADVISE YOUR PHOTOGRAPHER, FAMILY MEMBERS, AND FRIENDS OF THIS.
2. An unmanned video camera may be positioned discreetly along the chancel wall or beside the organ so that it will not distract in any way from the ceremony.

## CUSTODIAN

1. The custodian's fee for the rehearsal and wedding is included in the deposit. Additional fees will be added if the reception and/or rehearsal dinner are held in the Church.
2. The custodian is responsible for moving the pulpit chairs (if necessary), all tables and chairs in the Fellowship Hall, and cleaning the sanctuary and Sunday school rooms.
3. If you have special needs, please consult the custodian about these arrangements.

## WEDDING COSTS

A \$500 deposit is required to place the wedding date on the church calendar. An additional \$250 deposit is required thirty days prior to the wedding to confirm the wedding date. Assuming there are no damages and/or excessive clean-up required, up to \$200 may be refunded after all fees are deducted.

Minister	Fee for the wedding and rehearsal is <i>not</i> included in the deposit. You will need to discuss this fee with the officiating minister.
Wedding Coordinator	Fee for the wedding and rehearsal is included in the deposit.
Custodian	Fee for the wedding and rehearsal is included in the deposit. An additional \$100 fee will be required if a reception and/or rehearsal dinner is held in the church.
Sound Technician	Fee for the wedding and rehearsal is <i>not</i> included in the deposit. You will need to discuss this fee with the sound technician.
Organist or Pianist	Fee for the wedding and rehearsal is <i>not</i> included in the deposit. You will need to discuss this fee with the church musician.
Nursery Worker	If a nursery is needed, an additional fee of \$50 is required.
Use of Building	Fee for the wedding and rehearsal is included in the deposit.

## **GENERAL INFORMATION**

1. Your wedding date WILL NOT be placed on the church calendar until your paperwork is received in the church office and your deposit is paid. Your wedding date WILL NOT be confirmed until the remainder of your deposit is paid.
2. ALCOHOLIC BEVERAGES in the church building or on the grounds are absolutely prohibited and will result in the immediate forfeiture of any refund.
3. SMOKING in the church building is absolutely prohibited and will result in the immediate forfeiture of any refund.
4. Food and drinks are not allowed in the sanctuary. They must remain in the kitchen or fellowship hall.
5. The Wedding Coordinator will be available to answer any questions you have and to help you with your wedding plans. You should schedule an initial meeting with the Wedding Coordinator as soon as possible.



## WEDDING PLANS

BRIDE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: (h) \_\_\_\_\_ (c) \_\_\_\_\_

Parents: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

GROOM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: (h) \_\_\_\_\_ (c) \_\_\_\_\_

Parents: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

WEDDING DETAILS:      Date: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_

Time: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

Officiating Minister: \_\_\_\_\_

Address & phone: \_\_\_\_\_

Assistant to the Minister: \_\_\_\_\_

Number of Attendants:      Women: \_\_\_\_\_ Men: \_\_\_\_\_

Organist:      yes      no                      Pianist:      yes      no

Other Musicians: \_\_\_\_\_

Vocalist(s): \_\_\_\_\_

Florist: \_\_\_\_\_

Florist address & phone: \_\_\_\_\_

Will the flowers be left for Sunday service?      yes      no

Sound Operator:      yes      no

Video Operator: \_\_\_\_\_

## REHEARSAL DINNER

Time: \_\_\_\_\_

Place: \_\_\_\_\_

If held in the Fellowship Hall:

Caterer: \_\_\_\_\_

Table set-up:

Number of tables: \_\_\_\_\_ Number of chairs: \_\_\_\_\_

Time the caterer will arrive: \_\_\_\_\_

## RECEPTION

Time: \_\_\_\_\_

Place: \_\_\_\_\_

If held in the Fellowship Hall:

Caterer: \_\_\_\_\_

Table set-up:

Number of tables: \_\_\_\_\_ Number of chairs: \_\_\_\_\_

## DAY OF THE WEDDING

Time wedding party will arrive at the church: \_\_\_\_\_

Room where women will dress: \_\_\_\_\_

Room where men will stay: \_\_\_\_\_

Time the florist will arrive: \_\_\_\_\_

Time the photographer will arrive: \_\_\_\_\_

Will the kitchen and/or Fellowship Hall be used? \_\_\_\_\_

Will a nursery need to be provided during the wedding? \_\_\_\_\_

MORTON MEMORIAL UNITED METHODIST CHURCH  
322 W. MAIN ST.  
MONTEAGLE, TENNESSEE

PHOTOGRAPHER'S FORM

Wedding of \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

The wedding ceremony is, at its core, a **CHRISTIAN WORSHIP SERVICE**. Photographs may be taken in the sanctuary before and after the service only. Under no circumstances may photographs of any type be taken during the wedding ceremony.

I have read and agree to abide by the above information:

Signature (Bride) \_\_\_\_\_

Signature (Photographer) \_\_\_\_\_

Photographer/Studio \_\_\_\_\_

Date \_\_\_\_\_

WEDDING INSTRUCTIONS FOR SOUND SYSTEM TECHNICIAN

Item	Time	Event	Song Title	Piano / Organ Other	CD / DVD Track #	Singer	Other Instructions
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							